**5–10 Minute Survey About Your Office Space**

Hi, we’d like to learn how to serve you and your team better. Please reply by <insert day of the week, date>. Thank you, <The management>

**Let us better understand your company and office needs**

1. Please share your company’s LinkedIn or website URL:

|  |
| --- |
|  |

1. From your perspective, how frequently or infrequently do your colleagues come into the office per week? **Select one option for each category.**

|  | No days | 2–3 days | All days | It varies | Not sure  |
| --- | --- | --- | --- | --- | --- |
| C-suite |  |  |  |  |  |
| Senior level |  |  |  |  |  |
| Manager  |  |  |  |  |  |
| Junior level |  |  |  |  |  |
| Other |  |  |  |  |  |

1. How long is your daily one-way commute to the office?

|  |
| --- |
|  |

1. How satisfied or dissatisfied are you working in your office space? **Select one option** (please circle).

|  | Highly satisfied |  | Somewhat satisfied |  | Neutral |
| --- | --- | --- | --- | --- | --- |
|  | Somewhat dissatisfied |  |  Highly dissatisfied |  |  |

1. Why are you satisfied or dissatisfied?

|  |
| --- |
|  |

1. Which elements of the building do you like the most and the least?

|  |
| --- |
|  |

1. Rank the following areas based on what matters most to your enjoyment of the space? (1 = I care the most about this, 5 = I don’t care about this). **Rank options from 1 to 5.**

|  |  |
| --- | --- |
| **RANK #** | **AREA** |
|  | **Health and well-being:** Space that feels healthier and provides well-beingsupport (e.g. air quality, comfortable temperature, safety, sustainability/green space) |
|  | **Amenities:** Non-work spaces for extracurricular activities (e.g. gym, accessto food and drink, common areas, outdoor space, community events) |
|  | **Access:** Quick and easy access to the office for me and my guests (e.g. toget into the building and reach my work space, parking, guest registry) |
|  | **Useful common areas:** Comfortable, accessible space to enablemeetings, collaboration, productivity and inspiration (e.g. space for events,space to sit and meet, welcoming lobby) |
|  | **Other:** (please provide details) |

1. Please go to the category below that you ranked highest in Question 7 – then rate the individual elements within that group. (Note that this is not an exhaustive list.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health and well-being**  | **Highly important** | **Somewhat important**  | **Neutral** | **Not important**  |
| Air quality  |  |  |  |  |
| Safety and security  |  |  |  |  |
| Natural lighting  |  |  |  |  |
| Adjustable temperatures  |  |  |  |  |
| Cleanliness  |  |  |  |  |
| Well-being programmes  |  |  |  |  |
| Space for meditation or other private activities |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Amenities**  | **Highly important** | **Somewhat important**  | **Neutral** | **Not important**  |
| Gym  |  |  |  |  |
| Food and drink outlets |  |  |  |  |
| Childcare |  |  |  |  |
| Outdoor space |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Access**  | **Highly important** | **Somewhat important**  | **Neutral** | **Not important**  |
| Lift/elevator waiting times |  |  |  |  |
| Lobby/security check-in  |  |  |  |  |
| Parking  |  |  |  |  |
| Bicycle lockers  |  |  |  |  |
| Postroom/package delivery/parcel lockers |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Useful common areas**  | **Highly important** | **Somewhat important**  | **Neutral** | **Not important**  |
| Space for events  |  |  |  |  |
| Space to sit and meet  |  |  |  |  |
| Welcoming lobby |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other**  | **Highly important** | **Somewhat important**  | **Neutral** | **Not important**  |
| (Please provide details)  |  |  |  |  |

1. Anything else you'd like to share about your office building needs and preferences?

|  |
| --- |
|  |

*Thank you so much for your feedback. If you have any questions, please send an email to ­­­­­­. We will follow up in <insert the month>.*